



Vacancy Announcement

Physical Security Specialist GS-080-07/09

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Announcement Number: NW0080

Date Opens: December 18, 2003

Date Closes: January 2, 2004

Location: Anacostia

Area of Consideration: Current DoD/Federal Employees

About Us: NDW is the regional provider of base operating support to eighteen Naval installations in the National Capital Region. Services provided include public works, human resources, information technology, supply, air operations, ceremonial support, public safety and environmental and safety. The eighteen installations are Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Naval Air Facility Washington, Naval Recreation Center Solomons, National Naval Medical Center, NAVSUPFAC Thurmont, NAS Patuxent River, NSA Indianhead, NSA Dalgren, NSA Carderock, NSA Annapolis, Naval Station Annapolis and Naval Research Laboratory.

About the Job: Incumbent performs a variety of duties designed to provide security, investigative and law enforcement services to Naval District Washington and its tenant commands, federal employees and members of the general public on or conducting business in buildings located on property under the control of NDW. Conducts protective and physical security surveys of specified building and facilities to determine security needs. Compiles and evaluates survey data to determine standard levels of service, reimbursable protective services and reports the best methods of providing such services. Conducts crime prevention studies for tenant commands. Analyzes crime data, statistics, protection systems, and related information and recommends protective measures in order to prevent reoccurrence of criminal activity. Conducts and/or participates in inspections and monitoring of contract security systems and contract guard services to assure contract compliance. Performs duties as a (uniformed) Supervisory police officer, appointed as a law enforcement official, authorized to carry firearms and make arrests.

Qualifications: OPM requires one year of specialized experience equivalent to the next lower Grade level.

Knowledge, Skills and Abilities: In the body of your resume please address the following:

1. In-depth knowledge of applicable rules and regulations governing the procedural execution of Navy military funeral honors, both at Arlington National Cemetery and other national and private cemeteries.
2. Knowledge of written and verbal communication methods and techniques and ability to apply interpersonal relations skills in interfacing with family members.
3. Skill in verbal communications with high-level officials and ability to produce written correspondence and instructions for carrying out special projects in connection with military funeral honors.
4. skill in operating a personal computer, including ability to produce and manipulate data in a database management application such as Microsoft Office or equivalent.

Failure to address the above evaluation factors in your resume may result in a low or ineligible rating.

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